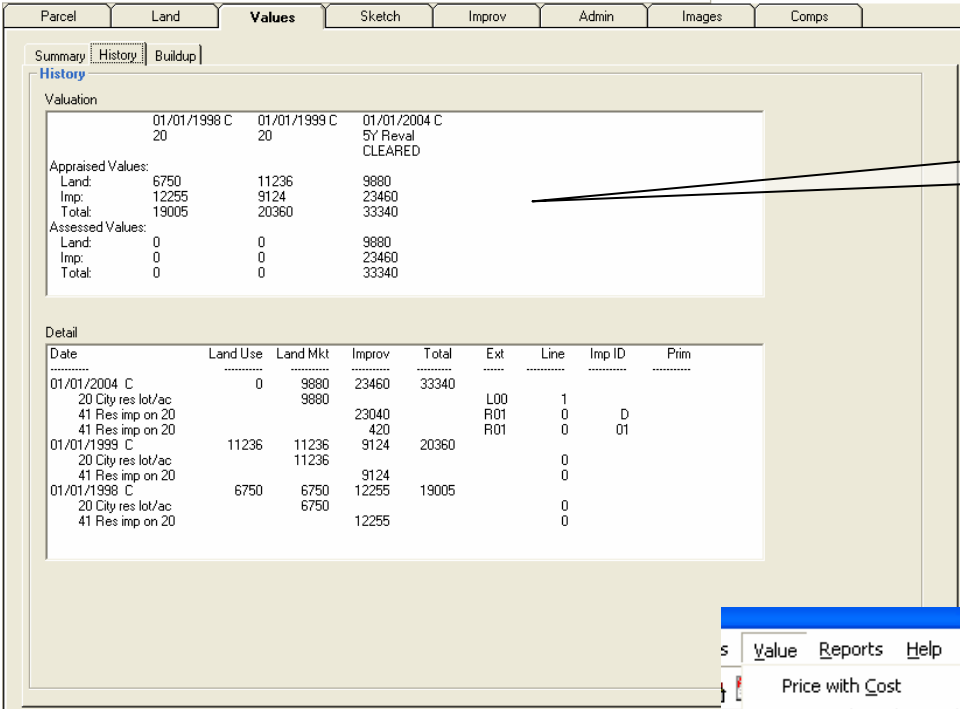


RECERTIFICATION PROCESS

Certification Checklist 2005F

Once the normal certification process is done, there is always need to change the certified values on certain parcels due to mistakes, Board of Equalization, or other reasons. The following illustrations and instructions will show you how to do this.

Parcel before recertification.

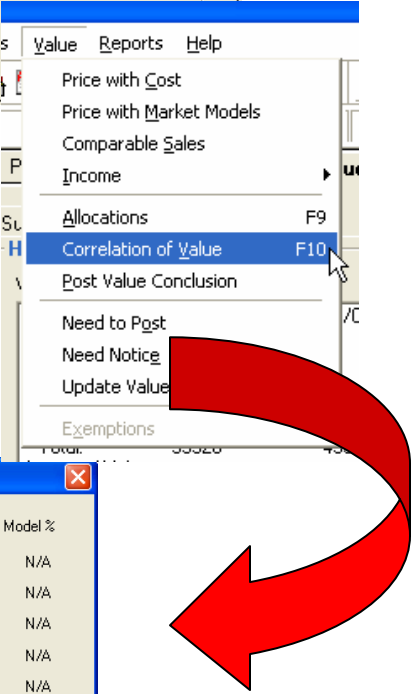


Valuation	01/01/1998 C 20	01/01/1999 C 20	01/01/2004 C 5Y Reval CLEARED
Appraised Values:			
Land:	6750	11236	9880
Imp:	12255	9124	23460
Total:	19005	20360	33340
Assessed Values:			
Land:	0	0	9880
Imp:	0	0	23460
Total:	0	0	33340

Date	Land Use	Land Mkt	Improv	Total	Ext	Line	Imp ID	Prim
01/01/2004 C	0	9880	23460	33340				
20 City res lot/ac		9880			L00	1		
41 Res imp on 20			23040		R01	0	D	
41 Res imp on 20			420		R01	0	01	
01/01/1999 C	11236	11236	9124	20360				
20 City res lot/ac		11236				0		
41 Res imp on 20			9124			0		
01/01/1998 C	6750	6750	12255	19005				
20 City res lot/ac		6750				0		
41 Res imp on 20			12255			0		

Before recertifying the parcel, make the necessary changes to the parcel to reflect the value change you need.

IF you are going to use the reconciliation method, this is the example. Otherwise use sound values and site values for land and price with cost.



Valuation Method	Total	Land Mkt	Improvements	Model %
<input type="radio"/> Cost models	33340	9880	23460	N/A
<input type="radio"/> Market models	0	0	0	N/A
<input type="radio"/> Comparable sales	0	0	0	N/A
<input type="radio"/> Income	0	0	0	N/A
<input type="radio"/> Trended	0	0	0	N/A

Reconciliation

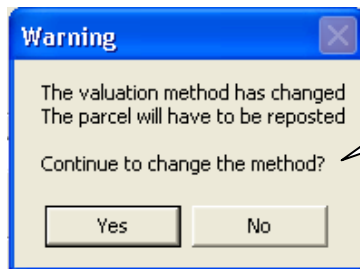
☐ User Entered ☒ Override ☐ Calculation Model

Land: 9700 Land Use: 0

Imp: 19800

Total: 29500

OK Cancel



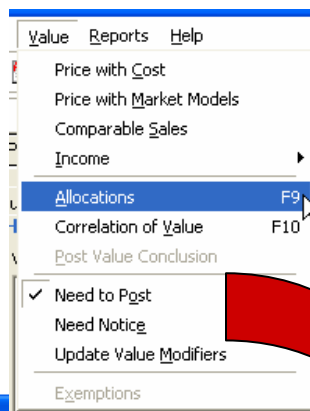
Anytime you change costing methods, you will get this message. Click 'Yes.'

IF YOU CHANGED COSTING METHODS,

then you will need to go into Allocations and set your entries to the right group codes for the costing type selected.

Once you are finished, click 'Done.'

At this point it would be good to 'Save!!'



Reconciled or Override Allocations

Property Record	Group Code	%	Value
Economic Unit Parcel			
Land Value			
	99 Unassigned Land	100.0000	9700
Improvement Value			
	98 Unassigned Impv	100.0000	19800

Valuation Method

☐ Cost models

☐ Market models

☐ Comparable sales

☐ Income

☒ Reconciliation Override

Add

Delete

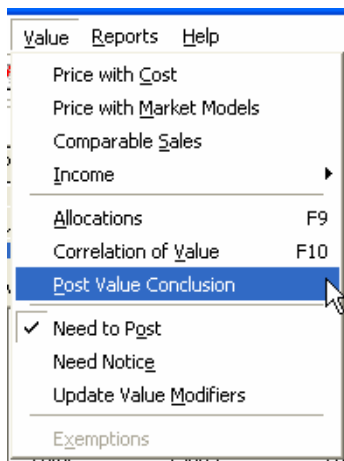
Edit

Select Range

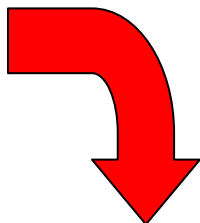
Clear Selection

Done

Cancel



Before you can 'Post Value Conclusion,' you must save your changes. If you have not done so, do it now.



Post to Certified

Review Year: 2004

Effective date of value change: 01/01/2004

Reason for value change: 25- Board of Equalization

OK Cancel

Enter in the review year the parcel was **ORIGINALLY** certified!! i.e. if this parcel was an RY04 and it's now late in the year, then you would still use 2004 as the review year!!! Next, enter the effective date for that review year. 2004 review year would be 01/01/2004 effective date.

From the drop down list, select the appropriate reason for change.

Post Parcel

This procedure will update the certified values, create a new valuation history record, and create history records.

OK to proceed?

Yes No

Click OK when done.

Click 'Yes' to post the value change.

Parcel Land **Values** Sketch Improv Admin Images Comps

Summary History Buildup

History

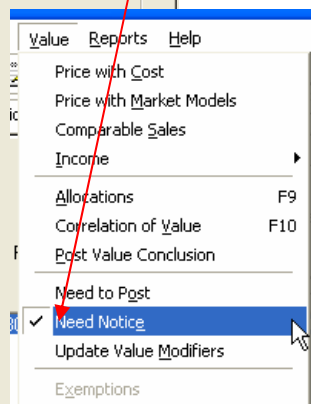
Valuation

	01/01/1998 C	01/01/1999 C	01/01/2004 C	01/01/2004 D
	20	20	5Y Reval CLEARED	B of E NEEDED
Appraised Values:				
Land:	6750	11236	9880	9700
Imp:	12255	9124	23460	19800
Total:	19005	20360	33340	29500
Assessed Values:				
Land:	0	0	9880	9700
Imp:	0	0	23460	19800
Total:	0	0	33340	29500

Detail

Date	Land Use	Land Mkt	Improv	Total	Ext	Line	Imp ID	Prim
01/01/2004 D								
41 Res imp on 20					R	0		
20 City res lot/ac					L	0		
01/01/2004 C								
20 City res lot/ac	0	9880	23460	33340				
41 Res imp on 20		9880	23040		L00	1		
41 Res imp on 20			420		R01	0	D	
01/01/1999 C	11236	11236	9124	20360			01	
20 City res lot/ac		11236						
41 Res imp on 20			9124					
01/01/1998 C	6750	6750	12255	19005				
20 City res lot/ac		6750						

Result after recertifying value. At this time you can clear the Assessment Notice flag.



Parcel	Land	Values	Sketch	Improv	Admin	Images	Comps																																																																																																																																																													
<div>Summary History Buildup</div> <div> <div> Buildup <table border="1"> <thead> <tr> <th>Floor</th> <th>Size</th> <th>Finished</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>384</td> <td>0</td> <td>5310</td> </tr> <tr> <td>1.0</td> <td>724</td> <td>724</td> <td>33290</td> </tr> </tbody> </table> </div> <div> Property Card: Residential record #01 Adjustments & Features <table border="1"> <tbody> <tr><td>Frame/Siding/Roof/Dormers</td><td>720</td></tr> <tr><td>Loft/Cathedral</td><td>0</td></tr> <tr><td>Interior Finish</td><td>0</td></tr> <tr><td>Basement Finish</td><td>0</td></tr> <tr><td>Heating</td><td>(-1140)</td></tr> <tr><td>Cooling</td><td>0</td></tr> <tr><td>Plumbing</td><td>1640</td></tr> <tr><td>Fireplaces</td><td>0</td></tr> <tr><td>Other Features</td><td>0</td></tr> <tr><td>Extra Living Units</td><td>0</td></tr> </tbody> </table> </div> </div> <div> <div> Cost <table border="1"> <tbody> <tr><td>Floor Base Value</td><td>1108</td><td>724</td><td>38600</td></tr> <tr><td>Crawl/Slab</td><td></td><td></td><td>0</td></tr> <tr><td>Total Base Value</td><td></td><td></td><td>38600</td></tr> <tr><td>Row Type Adjustment</td><td>100 %</td><td></td><td>38600</td></tr> <tr><td>Base Rate</td><td></td><td></td><td>\$53.31</td></tr> <tr><td>Subtotal Adj. & Features</td><td></td><td></td><td>1220</td></tr> <tr><td>Sub-total, 1 unit</td><td></td><td></td><td>39820</td></tr> <tr><td>Sub-total, all units</td><td></td><td></td><td>39820</td></tr> <tr><td>Subtotal Garages & Porches</td><td></td><td></td><td>1650</td></tr> <tr><td>Total Adjusted Base Value</td><td></td><td></td><td>41470</td></tr> <tr><td>Grade Adjustment</td><td>101 %</td><td></td><td>420</td></tr> <tr><td>Grade Adjusted Value</td><td></td><td></td><td>41890</td></tr> <tr><td>Adjusted Base Rate</td><td></td><td></td><td>\$57.86</td></tr> <tr><td>Physical Depreciation</td><td>45 %</td><td></td><td>18850</td></tr> <tr><td>Functional Depreciation</td><td>0 %</td><td></td><td></td></tr> <tr><td>External Depreciation</td><td>0 %</td><td></td><td></td></tr> <tr><td>Total Depreciation</td><td></td><td></td><td>18850</td></tr> <tr><td>RCN Less Depreciation</td><td></td><td></td><td>23040</td></tr> <tr><td>Relative Desirability Factor</td><td>100 %</td><td></td><td>0</td></tr> <tr><td>Location Adjustment</td><td>100 %</td><td></td><td>0</td></tr> <tr><td>% Complete</td><td>100 %</td><td></td><td>0</td></tr> <tr><td>Total Adjustments</td><td></td><td></td><td>0</td></tr> <tr><td>Final Value (rounded)</td><td></td><td></td><td>23040</td></tr> <tr><td>Rate per Size</td><td></td><td></td><td>\$31.82</td></tr> <tr><td>Unit count</td><td></td><td></td><td></td></tr> </tbody> </table> </div> <div> <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Year Built</th> <th>Eff Year</th> <th>Cond</th> <th>Grade</th> <th>Net Value</th> </tr> </thead> <tbody> <tr> <td>D</td> <td>DWELL</td> <td>1898</td> <td>1935</td> <td>AV</td> <td>Low</td> <td>23040</td> </tr> <tr> <td>O1</td> <td>SHEDGP</td> <td>1960</td> <td>1960</td> <td>AV</td> <td>Low</td> <td>420</td> </tr> </tbody> </table> </div> </div> <div> <div> Trending <table border="1"> <tbody> <tr><td>Total this card</td><td>23460</td></tr> <tr><td>Total all cards</td><td>23460</td></tr> </tbody> </table> </div> </div>								Floor	Size	Finished	Value	B	384	0	5310	1.0	724	724	33290	Frame/Siding/Roof/Dormers	720	Loft/Cathedral	0	Interior Finish	0	Basement Finish	0	Heating	(-1140)	Cooling	0	Plumbing	1640	Fireplaces	0	Other Features	0	Extra Living Units	0	Floor Base Value	1108	724	38600	Crawl/Slab			0	Total Base Value			38600	Row Type Adjustment	100 %		38600	Base Rate			\$53.31	Subtotal Adj. & Features			1220	Sub-total, 1 unit			39820	Sub-total, all units			39820	Subtotal Garages & Porches			1650	Total Adjusted Base Value			41470	Grade Adjustment	101 %		420	Grade Adjusted Value			41890	Adjusted Base Rate			\$57.86	Physical Depreciation	45 %		18850	Functional Depreciation	0 %			External Depreciation	0 %			Total Depreciation			18850	RCN Less Depreciation			23040	Relative Desirability Factor	100 %		0	Location Adjustment	100 %		0	% Complete	100 %		0	Total Adjustments			0	Final Value (rounded)			23040	Rate per Size			\$31.82	Unit count				ID	Type	Year Built	Eff Year	Cond	Grade	Net Value	D	DWELL	1898	1935	AV	Low	23040	O1	SHEDGP	1960	1960	AV	Low	420	Total this card	23460	Total all cards	23460
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SPECIAL NOTE:

If you used the Reconciliation Method, keep in mind that the OLD value will still show on the buildup screen and on the land screen. The new value shows only on the History screen.

Parcel	Land	Values	Sketch	Improv	Admin	Images	Comps																						
<table border="1"> <thead> <tr> <th>Land Type</th> <th>Actual Frontage -or- Soil ID</th> <th>Effective Frontage, Measured Acres, or Other Units</th> <th>Square Feet -or- Effective Depth</th> <th>Prod. -or- Depth Factor</th> <th>Base Rate</th> <th>Extended Value</th> <th>Infl. Factor</th> <th>Market Value</th> <th>Use Value</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>30.00</td> <td></td> <td>3660.00</td> <td></td> <td>2.70</td> <td>9880</td> <td></td> <td>9880</td> <td>0</td> </tr> </tbody> </table>								Land Type	Actual Frontage -or- Soil ID	Effective Frontage, Measured Acres, or Other Units	Square Feet -or- Effective Depth	Prod. -or- Depth Factor	Base Rate	Extended Value	Infl. Factor	Market Value	Use Value	F	30.00		3660.00		2.70	9880		9880	0		
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* User specific subset of land types

End of Recertification Documentation